

HOW TO ENTER A CONTRIBUTION

When you log into the e-filing system, the first page you will see is your home page. On this page you can choose what action you would like to perform in the action menu. You can also see a schedule of upcoming reports.

Q: What's the difference between "itemized" and "unitemized?"

A: Use "itemized" if someone has given you more than \$50 in cash and in-kind contributions during the reporting period.

Use "unitemized" for contributions of \$50 or less. You can combine small contributions and report them as a lump sum.

Q: What are the "Lock Contributor Info" and "Lock Contribution Info" used for?

A: These are time-saving features if you have multiple contributions from the same contributor (use "Lock Contributor Info") or multiple contributions with the same date and amount (use "Lock Contribution Info"). "Locking" contributor or contribution info means that you don't have to re-enter the "locked" information each time.

Step 1: Click on the **ENTER A CONTRIBUTION** button in the action menu.

What do you want to do today?

Enter a Contribution	File a Report	Enter an Expenditure
Amend a Filed Contribution	Search Transactions	Amend a Filed Expenditure
View / Amend an Unfiled Contribution		View / Amend an Unfiled Expenditure
Enter / Amend a Loan		Enter / Amend a Debt

Step 2: Choose the election type, contribution type and source from the drop-down menus.

Election Type*	General ▼
Type*	Monetary (Itemized) ▼
Source:	Individual ▼

Step 3: Enter the required information about the contributor in the fields provided. All fields with a red asterisk are required.

Step 4: Enter the contribution date (that is the date you received it) and the amount. *When entering the amount, do not use a dollar sign – only enter numbers and a decimal point.* The description is optional.

Step 5: Click the **SAVE** button when you are finished entering the information. (Clicking the Cancel button will delete the information you entered and bring you to the Contribution Administration page.)

Step 6: After you click the **SAVE** button, you will get confirmation that the contribution was recorded. You will also get options for what you would like to do next - enter another contribution or enter an expenditure.

✓ Contribution has been successfully recorded.

Add Another Contribution	File Next Report	Go To Expenditures
Return		

(We recommend that you not use the File Next Report option. If you want to file a report, please use the View / File Reports tab.)